



2007 LICENSE RENEWAL

All homebuilders licenses must be renewed annually (Ala. Code § 34-14A-5).

Renewal applications are due by November 30, 2006. Renewal applications postmarked* after the November 30, 2006, deadline will be classified as LATE and applicants will be required to pay a \$25.00 late fee.

All 2006 licenses expire December 31, 2006. Renewal applications postmarked after December 31, 2006, will be returned to the applicant. The applicant will be required to file an expired license application and pay \$500.00 (\$205.00 annual license fee and \$295.00 non-refundable application processing fee for applicants holding an expired license) in order to receive a 2007 license.

****The term "postmarked" means postmarked by the U.S. Postal Service, not metered.***

APPLICATIONS: All renewal applicants must file an accurate and complete application, including payment of the required fees, by December 31, 2006. **Incomplete applications will be returned to the applicant.** If the corrected application is postmarked after November 30, 2006, the applicant must pay a \$25.00 late fee. Verify all the information in the box on the front of the application for accuracy. Changes of address, telephone number, or fax number should be made in the space provided.

CORPORATE APPLICANTS: In addition to the information above, corporate applications must be signed in **BOTH SECTIONS 3 AND 4**. All applications not signed in both sections will be returned to the applicant as incomplete. If the corrected application is postmarked after November 30, 2006, the applicant must pay a \$25.00 late fee. If the business has changed (i.e., change in designated qualifying representative or change from individual to corporate license), a different form must be completed. Contact the Licensure Division for assistance.

BUSINESS-RELATED FINANCIAL REQUIREMENTS: All applicants must order a business-related credit report including a public records search to be submitted directly to the Board by a credit reporting agency. You may use the enclosed order form.

ANNUAL FEE: \$205.00, payable to the Home Builders Licensure Board. ***All fees must be paid before a renewal application will be processed.*** The Board accepts personal or company checks, cashier's checks, certified checks, or money orders. The Board does not accept cash or payments by credit card. Fees will not be accepted unless accompanied by an accurate and complete application.

LATE FEE: A \$25.00 late fee must accompany all license renewal applications postmarked **after November 30, 2006**.

NON-REFUNDABLE EXPIRED LICENSE APPLICATION PROCESSING FEE: Renewal applications postmarked after December 31, 2006, will be returned to the applicant with an expired license application. A \$295.00 fee will be charged **in addition** to the \$205.00 annual license fee, and must accompany the expired license application submitted by an applicant holding an expired license less than three years old who desires to reactivate the expired license.

INACTIVE LICENSE: If you do not anticipate performing residential construction costing more than \$10,000 per job in 2006, contact the Licensure Division at 800-304-0853 and request an Inactive License application. The annual license fee for an Inactive License is \$100.00. These inactive license applications **will not** be available on our website.

RENEWAL CHECKLIST: Be sure you have:

- ☐ COMPLETED AND SIGNED APPLICATION. (CORPORATION, PARTNERSHIP AND LIMITED LIABILITY COMPANY RENEWALS MUST BE SIGNED IN BOTH SECTIONS 3 AND 4.)
- ☐ Included annual license fee of \$205.00. (Payable to the Home Builders Licensure Board)
- ☐ Completed and mailed credit report order form directly to the credit bureau, along with \$30.00 fee.
- ☐ Mailed application prior to **November 30, 2006, deadline**.
- ☐ Included \$25.00 late fee if application mailed after November 30, 2006.
- ☐ Applications will be processed when **all required documentation** has been received.

To avoid a late fee, all applications must be postmarked on or before November 30, 2006.



HOME BUILDERS
LICENSURE BOARD
www.hblb.state.al.us

Application for 2007 RENEWAL LICENSE (INDIVIDUALS)

400 South Union Street / Suite 195 / Montgomery, Alabama 36130-3605 / Telephone (334) 242-2230 / Facsimile (334) 263-1397

(Date Stamp)

OFFICE USE ONLY

License Fee \$ _____
Late Fee \$ _____
Total \$ _____
Check No. _____

Review the information in the box below. If the information is incorrect,
please provide the correct information in the space below.

**IF YOU ARE CONDUCTING BUSINESS AS A CORPORATION, PARTNERSHIP, OR L.L.C.,
DO NOT COMPLETE THIS FORM. YOU MUST CONTACT THE LICENSURE DIVISION
FOR THE APPROPRIATE FORMS.**

List any and all business names/trade names you plan to use to perform residential construction or remodeling:

Mailing Address _____

City _____ County _____ State _____ Zip _____

Business Phone () _____ Cellular Phone () _____

Fax () _____ E-mail Address _____

INSTRUCTIONS: Please type or print in ink all information. Facsimile transmissions will not be accepted. All questions on the front and back of this application must be answered completely. Use additional sheets if necessary. The Annual License Fee is \$205. **The deadline for renewal applications is November 30, 2006.** A \$25.00 late fee must accompany any renewal application postmarked* on or after December 1, 2006. **Your 2006 license expires December 31, 2006.**

NOTICE: Submitting false information for the purpose of obtaining a license is a criminal offense and grounds for license denial. A corporation, partnership or limited liability company license allows you to engage in residential construction only in the name of the company granted the license.

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(Continued on Back.)

Revised 8/06

SECTION 1:

IF YOU ANSWER "YES" TO ANY OF THE FOLLOWING QUESTIONS, YOU MUST PROVIDE THE REQUESTED DOCUMENTATION AND A FULL EXPLANATION ON A SEPARATE SHEET OF PAPER.

Your application **will not** be processed until all required documentation has been received.

☐ Yes ☐ No 1. During the past year, have you pled guilty or nolo contendere, or been convicted of a felony?

☐ Yes ☐ No 2. During the past year, were you or any company of which you were either a partner, officer, or member declared or placed in bankruptcy?

If YES, indicate in the full explanation whether the bankruptcy was filed under Chapter 7, 11 or 13 of the U.S. Bankruptcy Code.

If the bankruptcy was filed under Chapter 13, provide a schedule of creditors, a payment plan and a history of payments. If the bankruptcy was filed under Chapter 7, provide a schedule of creditors.

If the bankruptcy has been discharged, provide a copy of the discharge order.

☐ Yes ☐ No 3. During the past year, did you or any company of which you were either a partner, officer, or member have any professional or business license revoked or suspended?

☐ Yes ☐ No 4. During the past year, have you or any company of which you are either a partner, officer, or member made application for a residential home builder's license or similar license to this Board or any other governmental agency prior to this application?

If a license other than a homebuilders license was granted, attach a copy to this application.

If the license was denied, provide a full explanation as an attachment to this application.

☐ Yes ☐ No 5. Are there any liens for labor or materials filed on any of your work or the work of any firm of which you are a partner, officer, or member?

☐ Yes ☐ No 6. During the past year, were you or any company of which you were either a partner, officer, or member sued because of a matter involving a residential construction business?

If yes, submit a copy of the civil complaint.

If any of the lawsuits have been resolved, settled or dismissed, provide a copy of the court order rendering a judgment or dismissal.

SECTION 2: BUSINESS-RELATED FINANCIAL INFORMATION

A credit report must be provided directly to the Board's offices by a credit reporting agency. Disclosure of Social Security Number for the purpose of obtaining business-related financial and credit information and public records search is voluntary. Disclosure requested under *Ala. Code* § 34-14A-7(a)(4).

SECTION 3: OATH AND RELEASE FOR INDIVIDUALS

I solemnly swear or affirm that I am the person referred to in this application; that the statements made herein and on the attachments hereto are accurate, complete, and true to the best of my knowledge; that the statements made on all applications continue to be accurate, complete, and true to the best of my knowledge, except as otherwise reported on this renewal application; and further, that if granted a license renewal by the Home Builders Licensure Board, I shall abide by all laws relating to residential home builders and the rules adopted by the Board.

I hereby authorize any individual, company, or institution with whom I have been associated to release to the Home Builders Licensure Board all information and records as are necessary to verify or contradict the information provided in this application.

Printed Name of Individual Applicant

Signature of Individual Applicant

OFFICE USE ONLY

(Date Stamp)

License Fee \$ _____
Late Fee \$ _____
Total \$ _____
Check No. _____

Review the information in the box below. If the information is incorrect,
please provide the correct information in the space below.

**IF THE FORM OF YOUR BUSINESS HAS CHANGED OR IF THE QUALIFYING
REPRESENTATIVE HAS CHANGED, DO NOT COMPLETE THIS FORM.
YOU MUST CONTACT THE LICENSURE DIVISION FOR THE APPROPRIATE FORM.**

List any and all business names/trade names you plan to use to perform residential construction or remodeling:

Mailing Address _____

City _____ County _____ State _____ Zip _____

Business Phone () _____ Cellular Phone () _____

Fax () _____ E-mail Address _____

INSTRUCTIONS: Please type or print in ink all information. Facsimile transmissions will not be accepted. All questions on the front and back of this application must be answered completely. Use additional sheets if necessary. The Annual License Fee is \$205. **The deadline for renewal applications is November 30, 2006.** A \$25.00 late fee must accompany any renewal application postmarked* on or after December 1, 2006. **Your 2006 license expires December 31, 2006.**

NOTICE: Submitting false information for the purpose of obtaining a license is a criminal offense and grounds for license denial. A corporation, partnership or limited liability company license allows you to engage in residential construction only in the name of the company granted the license. A corporation, partnership or limited liability company license allows one person to serve as a qualifying representative. Other partners, officers or members should apply for an individual license.

****The term "postmarked" means postmarked by the U.S. Postal Service, not metered.***

(Continued on page 2)

Revised 8/06

SECTION 1:

IF YOU ANSWER “YES” TO ANY OF THE FOLLOWING QUESTIONS, YOU MUST PROVIDE THE REQUESTED DOCUMENTATION AND A FULL EXPLANATION ON A SEPARATE SHEET OF PAPER.

Your application **will not** be processed until all required documentation has been received.

- ☐ Yes ☐ No 1. During the past year, has any partner, officer, or member of this company pled guilty or nolo contendere, or been convicted of a felony?
- ☐ Yes ☐ No 2. During the past year, was this company or any partner, officer, or member, or any entity of which this company is a successor, declared or placed in bankruptcy?
- If YES, indicate in the full explanation whether the bankruptcy was filed under Chapter 7, 11 or 13 of the U.S. Bankruptcy Code.
- If the bankruptcy was filed under Chapter 13, provide a schedule of creditors, a payment plan and a history of payments. If the bankruptcy was filed under Chapter 7, provide a schedule of creditors.
- If the bankruptcy has been discharged, provide a copy of the discharge order.
- ☐ Yes ☐ No 3. During the past year, did this company, or any partner, officer, or member, or any entity of which this company is a successor, have any professional or business license revoked or suspended?
- ☐ Yes ☐ No 4. During the past year, has this company, or any partner, officer, or member, or any entity of which this company is a successor, made application for a residential home builder’s license or similar license to this Board or any other governmental agency prior to this application?
- If a license other than a homebuilders license was granted, attach a copy to this application.
- If the license was denied, provide a full explanation as an attachment to this application.
- ☐ Yes ☐ No 5. During the past year, were there any liens for labor or materials filed on any of the homes constructed by this company, or any partner, officer, or member, or any entity of which this company is a successor?
- ☐ Yes ☐ No 6. During the past year, was this company, or any partner, officer, or member, or any entity of which this company is a successor, sued because of a matter involving a residential construction business?
- If yes, provide a copy of the civil complaint.
- If any of the lawsuits have been resolved, settled or dismissed, provide a copy of the court order rendering a judgment or dismissal.
- ☐ Yes ☐ No 7. During the past year, have any of the partners, officers, or members of this company changed?
- If yes, provide a list of the names, titles and addresses of all current partners, officers or members of this company.

SECTION 2: BUSINESS-RELATED FINANCIAL INFORMATION

A credit report must be provided directly to the Board’s offices by a credit reporting agency. Disclosure of Social Security Number for the purpose of obtaining business-related financial and credit information and public records search is voluntary. Disclosure requested under *Ala. Code* § 34-14A-7(a)(4).

• • • • • **REQUIRED** • • • • •
BOTH SECTIONS 3 AND 4 MUST BE SIGNED.

**SECTION 3: OATH AND RELEASE FOR DESIGNATED
QUALIFYING REPRESENTATIVE (DQR)**

I solemnly swear or affirm that I am the person referred to in this application; that the information provided and statements made herein and on the attachments hereto are accurate, complete, and true to the best of my knowledge; that the information provided and statements made on all applications for the applicant named herein and for which I have been the qualifying representative continue to be accurate, complete, and true to the best of my knowledge, except as otherwise reported on this renewal application; and further, that if the Home Builders Licensure Board recognizes me as a qualifying representative, I shall abide by all laws relating to residential home builders and the rules adopted by the Board.

I hereby authorize any individual, company, or institution with whom the applicant has been associated to release to the Home Builders Licensure Board all information and records as are necessary to verify or contradict the information provided in this application.

Printed Name of Designated Qualifying Representative (DQR)
(Must be a General Partner, Officer or Member)

Signature of Designated Qualifying Representative (DQR)
(Must be a General Partner, Officer or Member)

Its: _____
(Position Held)

**SECTION 4: OATH AND RELEASE FOR CORPORATIONS, PARTNERSHIPS, OR
LIMITED LIABILITY COMPANIES (L.L.C.)**

I solemnly swear or affirm that I am authorized to execute this application on behalf of the applicant; that I have actual knowledge of the statements made herein and on the attachments hereto and that such statements are accurate, complete, and true to the best of my knowledge; that the statements made on all applications continue to be accurate, complete, and true to the best of my knowledge, except as otherwise reported on this renewal application; and further, that if the applicant is granted a license renewal by the Home Builders Licensure Board, I shall use my best efforts to ensure that the applicant abides by all laws relating to residential home builders and the rules adopted by the Board.

I hereby authorize any individual, company, or institution with whom the applicant has been associated to release to the Home Builders Licensure Board all information and records as are necessary to verify or contradict the information provided in this application.

By: _____
Printed Name of Authorized General Partner, Officer, or Member

By: _____
Signature of Authorized General Partner, Officer, or Member

Its: _____
Position Held

BOTH SECTIONS 3 AND 4 MUST BE SIGNED.